



WRESTLING

NOVA SCOTIA

Wrestling Nova Scotia is looking for a new Treasurer to join our Board of Directors.

If interested, please reach out to our Cody MacLellan - our Admin Coordinator - at cmaclellan@sportnovascotia.ca

TREASURER

The Treasurer provides an overview of the financial aspects of the Association and ensures that the Board receives financial reports at each regular Board meeting or as requested by the President or Vice-President.

SKILL SET:

- This role should be filled by someone with bookkeeping or accounting experience. The individual must be able to balance the bank account, prepare statements, prepare budgets, and provide the Board with the Association's present and projected financial position;
- The individual must understand the importance of keeping the financial information organized, up-to-date, and secure; and
- The individual must have a comfortable working knowledge of Excel, Paypal, internet banking, and Microsoft Word.

SPECIFIC RESPONSIBILITIES:

- Presents financial reports at each Board meeting and as requested by the President or Vice President. This can be comprised of cash position on date of meeting, cash roll forward, and an analysis of future financial commitments;
- Provides a general analysis of the Association's financial standing upon request;
- Advises the Board on the feasibility of future financial commitments;
- Organizes the timely payment of invoices and reimbursements to members;
- Processes financial transactions, including the receipt, deposit, and disbursement of all monies of the Association;
- Ensures an accurate record of all monies received and disbursed is kept in a timely manner;
- Works with the Registrar to send out membership renewal invoices and follows up on fee payments;
- Receives and actions all Interac email transfers;
- Transfers all funds from PayPal account to the Association's bank account;
- Authorized to sign the Association's cheques;
- Organizes authorization of new signing authorities on the Association's bank account;
- Works with SNS regarding financial transactions;
- Presents a financial report at the Annual General Meeting;
- Presents a proposed operating budget at the March Board of Directors meeting;
- Completes and submits the Annual Registry of Joint Stocks report;

- Keeps all financial papers and documents secure at home location;
- Ensures that all statutory reporting and requests for financial information are conducted in a timely fashion in accordance with the bylaws/Board policies;
- Serves as a member of the Board of Directors and attends all meetings as such;
- Assists the President in the performance of their duties, whenever requested to do so;
- Promotes all the objectives of the Association;
- Serves as an officer of the Association;
- Attends all ad hoc meetings as directed by the President; and
- Represents the Association before other Associations or Organizations as requested by the President.

RELATIONSHIPS:

Accessible to all volunteer leaders and the general membership seeking answers to the Association's financial condition. Works closely with the Board of Directors.

TIME COMMITMENT:

Monthly Time Commitment is approximately 8 hours per month allocated as follows:

- Approximately 6 hours for work requirements
- 20 hours for year-end finalization; and
- 2 hours for attending monthly meetings.